



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Executive Administrative Assistant

Salary and Benefits: \$66,300.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

To Apply: Please mail, deliver or email a cover letter, resume, and supplied application to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Deadline to apply is Wednesday, June 26, 2019. (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is bordered by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

GENERAL STATEMENT OF DUTIES:

Provide office services and support such as answering and directing telephone calls and visitors, writing memos and correspondence, scheduling meetings, maintaining records and files, maintaining office supplies, and maintaining the office budget. Assist department head by coordinating office service activities such as personnel actions, and record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

1. General office duties, including but not limited to: answering and directing telephone calls, distributing mail, preparing mailings, maintaining records and files, preparing reports, making copies, faxing and maintain office equipment.
2. Write memos and correspondence.
3. Handle complex assignments where problem solving, independent data collection and creativity are required.
4. Analyze City department operating practices such as recordkeeping systems, forms control, suggestion systems, personnel and budgetary requirements to create new systems or to revise established ones.
5. Prepare reports using the above data, including conclusions and recommendations for solution of administrative problems.

6. Plan conferences and meetings; make travel reservations and keep calendar of appointments for the executive.
7. Responsible for collecting and submitting for approval, all time sheets, bills for the department and/or other expenses associated with the department under the direction and approval of the Department Authority.
8. Order office supplies and maintain inventory.
9. Specialized services which are specific to the department (e.g. writing proclamations, assignment of caseloads, intake/discharge of clients). Perform other duties as deemed necessary.

MINIMUM EDUCATIONAL REQUIREMENTS

High School diploma plus six (6) years of demonstrated clerical or administrative experience,
OR

Two (2) years of college with specialization in business or public administration and three (3) years of demonstrated clerical or administrative experience performing executive support in a corporate or governmental environment.

EXPERIENCE

Six (6) years of progressively responsible clerical or administrative experience with a High School diploma, or three (3) years of responsible clerical or administrative experience performing executive support in a corporate or governmental environment with two (2) years of college and a specialization in business or public administration.

KNOWLEDGE, SKILLS AND ABILITIES

- Must be proficient in a variety of computer software applications: MUNIS, Microsoft Word, Excel and other Office applications as necessary.
- Ability to organize, prioritize and plan/schedule work tasks to meet deadlines.
- Must be able to interact professionally and communicate effectively with individuals at all levels of government as well as the public.
- Excellent verbal and written communication skills.
- Strong analytical skills.
- Good knowledge of standard bookkeeping practices and statistical analysis.
- Bilingual language skills (usually English-Spanish) are advantageous.
- Must possess the ability to handle sensitive and confidential situations.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations which do not cause undue hardship may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally work in outside weather conditions.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities and qualifications which comprise this position.

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 106
BRIDGEPORT, CT 06604

This is the application for the Executive Administrative Assistant position only.

Do not use this application to apply for any other positions/examinations.

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Cover Letter
3. Resume

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully. Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.
An Equal Opportunity Employer MF/AA/DIS

CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive Employment Application

Position Applied for	Executive Administrative Assistant	Date	
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APPLICANT INFORMATION

Last Name		First Name		M.I.	
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Commercial Drivers License (CDL) (Yes/No)			CT Drivers License (Yes/No)		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		

EDUCATION

High School				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

REFERENCES*Please list three professional references.*

Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							
Full Name				Relationship			
Company				Phone			
Address							

PREVIOUS EMPLOYMENT							
Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Company					Phone		
Address					Supervisor		
Job Title							
Responsibilities							
From		To		Reason for Leaving			
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>	

DISCLAIMER AND SIGNATURE			
Signature			Date

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: ☐ Male ☐ Female

ETHNICITY: ☐ Asian ☐ Black (Non-Hispanic) ☐ Hispanic ☐ White ☐ Other: _____